

## CLAIMS

What is claimed is:

- 5        1. A computer implemented method of conducting a teleconference comprising:

selecting a group of potential conferees using a graphical user interface tool displayed on a display screen;

- 10      automatically setting up said teleconference by accessing telephone numbers for each conferee of said group of potential conferees and individually attempting to make contact with said group of potential conferees over a telephone system;

updating contact status information for said group of potential conferees during said automatically setting up said teleconference; and

- 15      establishing a teleconference between available conferees of said group of potential conferees.

2. The method as described in Claim 1 wherein said telephone system is a wireless telephone system.

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3. The method as described in Claim 1 wherein said selecting comprising selecting a potential conferee from an on-screen listing of a plurality of names displayed in a column.

4. The method as described in Claim 1 further comprising  
communicating said status information to one of said available conferees.

5. The method as described in Claim 4 further comprising displaying  
5 said status information on a display screen associated with said one of said  
available conferees.

6. The method as described in Claim 1 further comprising controlling  
said teleconference in response to on-screen conference control tools.

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7. The method as described in Claim 6 wherein said controlling  
comprises muting a selected conferee in response to a mute tool applied to said  
selected conferee.

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8. The method as described in Claim 6 wherein said controlling  
comprises establishing a private conversation with a selected conferee in  
response to a private conversation tool applied to said selected conferee.

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9. The method as described in Claim 6 wherein said controlling  
comprises disconnecting a selected conferee in response to a disconnect tool  
applied to said selected conferee.

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10. The method as described in Claim 6 wherein said controlling  
comprises taking a selected conferee off hold in response to an off-hold tool  
applied to said selected conferee.

11. The method as described in Claim 6 wherein said controlling comprises placing a selected conferee on hold in response to an on-hold tool applied to said selected conferee.

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12. The method as described in Claim 1 further comprising displaying said contact status information on said display screen.

13. The method as described in Claim 6 further comprising updating 10 said status information in response to said controlling said teleconference.

14. The method as described in Claim 1 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

15 automatically placing a telephone call to a first potential conferee; playing a recorded message to said first potential conferee upon said telephone call connecting to said first potential conferee; and placing said first potential conferee on hold.

20 15. The method as described in Claim 14 wherein said attempting to make contact with said group of potential conferees over a telephone system further comprises:

automatically placing a telephone call to a second potential conferee; playing a recorded message to said second potential conferee upon said 25 telephone call connecting to said second potential conferee; and

placing said second potential conferee on hold.

16. The method as described in Claim 1 wherein said attempting to  
make contact with said group of potential conferees over a telephone system  
5 comprises:

automatically placing a telephone call to a first potential conferee; and  
automatically redialing said first potential conferee if said telephone call  
is not answered.

10 17. The method as described in Claim 1 wherein said attempting to  
make contact with said group of potential conferees over a telephone system  
comprises:

automatically placing a telephone call to a first potential conferee; and  
automatically redialing said first potential conferee if said telephone call  
15 is busy.

18. The method as described in Claim 1 wherein said selecting a  
group of potential conferees using a graphical user interface tool displayed on a  
display screen comprises selecting a predetermined conference identifier  
20 comprising said group of potential conferees.

19. A device comprising:  
a processor coupled to a bus;  
a display screen coupled to said bus;  
25 telephone circuitry coupled to said bus; and

a memory coupled to said bus and comprising instructions that when executed implement a method of conducting a teleconference comprising:

selecting a group of potential conferees using a graphical user interface tool displayed on said display screen;

5 automatically setting up said teleconference by accessing telephone numbers for each conferee of said group of potential conferees and individually attempting to make contact with said group of potential conferees over a telephone system;

updating contact status information for said group of potential

10 conferees during said automatically setting up said teleconference; and establishing a teleconference between available conferees of said group of potential conferees.

20. The device as described in Claim 19 wherein said telephone  
15 system is a wireless telephone system and wherein said telephone circuitry is wireless telephone circuitry.

21. The device as described in Claim 19 wherein said selecting comprising selecting a potential conferee from an on-screen listing of a plurality  
20 of names displayed in a column on said display screen.

22. The device as described in Claim 19 wherein said method further comprises communicating said status information to one of said available  
conferees.

23. The device as described in Claim 22 wherein said method further comprises displaying said status information on a display screen associated with said one of said available conferees.

5 24. The device as described in Claim 19 wherein said method further comprises controlling said teleconference in response to on-screen conference control tools.

10 25. The device as described in Claim 24 wherein said controlling comprises muting a selected conferee in response to a mute tool applied to said selected conferee.

15 26. The device as described in Claim 24 wherein said controlling comprises establishing a private conversation with a selected conferee in response to a private conversation tool applied to said selected conferee.

27. The device as described in Claim 24 wherein said controlling comprises disconnecting a selected conferee in response to a disconnect tool applied to said selected conferee.

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28. The device as described in Claim 24 wherein said controlling comprises taking a selected conferee off hold in response to an off-hold tool applied to said selected conferee.

29. The device as described in Claim 24 wherein said controlling comprises placing a selected conferee on hold in response to an on-hold tool applied to said selected conferee.

5       30. The device as described in Claim 24 wherein said method further comprises updating said status information in response to said controlling said teleconference.

10      31. The device as described in Claim 19 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

15       automatically placing a telephone call to a first potential conferee; playing a recorded message to said first potential conferee upon said telephone call connecting to said first potential conferee; and placing said first potential conferee on hold.

32. The device as described in Claim 31 wherein said attempting to make contact with said group of potential conferees over a telephone system further comprises:

20       automatically placing a telephone call to a second potential conferee; playing a recorded message to said second potential conferee upon said telephone call connecting to said second potential conferee; and placing said second potential conferee on hold.

33. The device as described in Claim 19 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

5 automatically placing a telephone call to a first potential conferee; and  
automatically redialing said first potential conferee if said telephone call is not answered.

34. The device as described in Claim 19 wherein said attempting to make contact with said group of potential conferees over a telephone system 10 comprises:

automatically placing a telephone call to a first potential conferee; and  
automatically redialing said first potential conferee if said telephone call is busy.

15 35. The device as described in Claim 19 wherein said selecting a group of potential conferees using a graphical user interface tool displayed on a display screen comprises selecting a predetermined conference identifier comprising said group of potential conferees.

20 36. The device as described in Claim 19 wherein said method further comprises displaying said contact status information on said display screen.

37. A computer implemented method of conducting a teleconference comprising:

25 accessing a group of potential conferees;

automatically setting up said teleconference by accessing telephone numbers for each conferee of said group of potential conferees and attempting to make contact with each potential conferees over a telephone system;

- 5 updating contact status information for said group of potential conferees  
on a display screen during said automatically setting up said teleconference;  
and

establishing a teleconference involving available conferees of said group of potential conferees.

10 38. The method as described in Claim 37 wherein said telephone system is a wireless telephone system.

39. The method as described in Claim 37 further comprising:  
communicating said status information to one of said available  
15 conferees; and  
displaying said status information on a display screen associated with  
said one of said available conferees.

40. The method as described in Claim 37 further comprising  
20 controlling said teleconference in response to on-screen conference control tools of said display screen.

41. The method as described in Claim 40 wherein said controlling comprises muting a selected conferee in response to a mute tool applied to said  
25 selected conferee.

42. The method as described in Claim 40 wherein said controlling comprises establishing a private conversation with a selected conferee in response to a private conversation tool applied to said selected conferee.

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43. The method as described in Claim 40 wherein said controlling comprises disconnecting a selected conferee in response to a disconnect tool applied to said selected conferee.

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44. The method as described in Claim 37 further comprising displaying said contact status information on said display screen.

45. The method as described in Claim 40 further comprising updating said status information in response to said controlling said teleconference.

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46. The method as described in Claim 37 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

automatically placing a telephone call to a first potential conferee;  
20 playing a recorded message to said first potential conferee upon said telephone call connecting to said first potential conferee; and  
placing said first potential conferee on hold.

47. The method as described in Claim 46 wherein said attempting to make contact with said group of potential conferees over a telephone system further comprises:

- automatically placing a telephone call to a second potential conferee;
- 5 playing a recorded message to said second potential conferee upon said telephone call connecting to said second potential conferee; and
- placing said second potential conferee on hold.

48. The method as described in Claim 37 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

- automatically placing a telephone call to a first potential conferee; and
- automatically redialing said first potential conferee if said telephone call is not answered.

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49. The method as described in Claim 37 wherein said attempting to make contact with said group of potential conferees over a telephone system comprises:

- automatically placing a telephone call to a first potential conferee; and
- 20 automatically redialing said first potential conferee if said telephone call is busy.